



SC Department of Health and Environmental Control  
Immunization Division

## South Carolina State Vaccine Program Protocols

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***Refer to the Federal VFC Program Protocols. This document is an addendum to the Federal VFC Program Protocols document and is intended for providers who receive State vaccine and VFC vaccine.***

### **A. Initial Enrollment and Annual Re-Enrollment**

The South Carolina State Vaccine Program is a state program which allows for the purchase of vaccines that may be administered to *State eligible* children. In South Carolina, these vaccines are distributed, without charge, to provider sites that enroll in the Federal Vaccines For Children (VFC) Program and the South Carolina State Vaccine Program.

Effective 07/01/2011, the SC Department of Health and Environmental Control (S.C. DHEC) Immunization Division will operate *two distinct programs*:

- VFC Program (Federal Vaccines For Children Program)
- State Vaccine Program

Providers must be enrolled in the VFC Program as a pre-requisite to enrollment in the State Vaccine Program. Providers may opt to be a VFC Program only or both VFC and State. If a provider is initially enrolling and opts to participate in both programs, documents for both programs may be submitted to the Immunization Division together for processing.

The Vaccine Program operation is conditional on the availability of funding.

#### **Note New Process:**

**Effective 06/15/2012, the SC Department of Health and Environmental Control (S.C. DHEC) immunization program will utilize an online system, called the *South Carolina Immunization Provider Access System (SCI PAS)* for initial enrollment and annual re-enrollment. This online system will also allow VFC providers to update information and receive timely communications from the Immunization Division.**

*Annual re-enrollment* is required to continue in the State Vaccine Program after initial enrollment. Annual re-enrollment will occur in the month of May 15<sup>th</sup> of each year. **The enrollment forms must be submitted in SCI PAS by June 15<sup>th</sup> annually to avoid interruption in receipt of vaccine.** The provider site should print a copy of all enrollment forms from SCI PAS and retain a *signed (electronic signature) copy* of the completed enrollment/re-enrollment for future reference.

To complete your annual re-enrollment please go to <https://www.scdhec.gov/SCIPAS/>

All forms can be found at the DHEC Immunization Division website at <http://www.scdhec.gov/health/disease/immunization/state-vaccine-program.htm>

To participate in the State Vaccine Program, each provider site must **complete** the following form in SCI PAS:

South Carolina State Vaccine Program: Provider Enrollment Agreement (DHEC 1230)

***PRACTICES WITH MULTIPLE SITES MUST ENROLL EACH SITE AS A SEPARATE State PROGRAM PROVIDER SITE.***

Additionally, each provider must **review** the following:

1. State Vaccine Protocol
2. Vaccine Forms specific to the State program –
  - State Vaccine Usage Log (DHEC 1232)
  - State Insured Eligibility Form (DHEC 1231 and DHEC 1231S)

**B. Requirements to Participate in the SC State Vaccine Program**

By enrolling in the SC State Vaccine Program, the provider agrees that all the providers at the site will comply with the requirements to participate in the VFC Program (*see Section B of the VFC Protocol*). In addition, the provider agrees that all the providers at the site will comply with this State Protocol, including the following:

- Will screen each non-VFC eligible child for State vaccine eligibility prior to administering State vaccine using the State Insured Eligibility Form (DHEC 1231 or DHEC 1231S).
- Will not administer State vaccine to ineligible children (insured children who do not meet the eligibility criteria for State vaccine noted below).
- Will not charge a vaccine administration fee to State eligible children that exceed the administration fee cap of \$ 20.16 per dose.
- Will not deny administration of a State vaccine to an established patient because the child's parent/guardian/individual of record is unable to pay the administration fee.
- Will not impose a charge to the patient for the cost of State vaccine. Additionally, the provider will not bill any insurance company or third party payor source for State vaccine.

- Will agree to participate in the VFC and State program compliance site visits, storage and handling unannounced visits, and other educational opportunities associated with the VFC and State program requirements.
- Will report to the South Carolina Immunization Registry contingent on the passage of the Immunization Registry Regulation
- Upon request, will make records pertaining to the State Vaccine Program available to the Immunization Division and/or other State and Federal agencies for review.

### C. **State Vaccine Program Eligibility Criteria**

#### **Screening**

*Documentation of appropriate screening is critical to the VFC and State program. Refer to the VFC Program for how to document using an Electronic Medical Record or the South Carolina Immunization Registry.*

**Step 1:** Per VFC Program Protocol, a child must be screened for **VFC** eligibility on each visit prior to receiving immunization(s) using the Patient Eligibility Screening Record Form (DHEC 1146 or DHEC 1146S).

If assessment of eligibility using the DHEC 1146 or DHEC 1146S determines a child to not be eligible for VFC vaccine – proceed to Step 2.

**Step 2:** The **Insured Eligibility Form (DHEC 1231 or DHEC 1231S)** must be used to assess and document **STATE** vaccine eligibility. *Note: The Insured Eligibility Form (DHEC 1231 or DHEC 1231S) must be completed at each immunization visit in which State vaccine is administered. The completed form is kept in the child's record for a minimum of three years from the date of completion of the form.*

#### **Eligibility Criteria Categories**

Children from birth to 18 years of age who meet one or more of the following categories are eligible to receive State vaccine:

**Non FQHC/Non RHC Providers:** (pertains to enrolled non-FQHC/non-RHC healthcare providers only)

**1) Underinsured** - Children who have health insurance but the coverage does not include vaccines;

**Underinsured** - Children whose insurance covers only selected vaccines (eligible for State vaccine for non-covered vaccines only),

**All Providers:** (pertains to enrolled FQHC/RHC and non-FQHC/non-RHC healthcare providers)

- 2) **Insured Hardship** - Children whose insurance has a deductible of  $\geq$  \$250.00 (per child) OR  $\geq$  \$500.00 (per family) that has not been met AND the family cannot afford to pay for privately purchased vaccine.
- 3) **Vaccine Caps** - Children whose insurance caps vaccine coverage at a certain amount (once that coverage amount is reached, these children are eligible for State vaccine)

***Funds are limited for the State Vaccine Program. It is essential that the provider determine eligibility and comply with the SC State Vaccine Program requirements.***

#### **D. Vaccine Accountability**

The requirements to participate in the State Vaccine program are the same as Section E of the VFC Protocol including the following:

**State Vaccine Usage Log (DHEC 1232):** This log must be completed for each child that receives State vaccine. The child's criteria of **underinsured**, **insured hardship** and **vaccine caps** must be indicated for each vaccine received.

The State Vaccine Usage Log (DHEC 1232) can be obtained by email request at [immunize@dhec.sc.gov](mailto:immunize@dhec.sc.gov)

#### **Ordering**

Providers enrolled in the State Vaccine Program will order both VFC and State vaccine using the VFC Program Vaccine Order Form (DHEC 1117). Effective July 1, 2011, providers enrolled in the State program must begin using the State Vaccine Usage Log (DHEC 1232) and submit with the VFC Program Vaccine Order Form (DHEC 1117).

Orders must include:

- VFC Program Vaccine Order Form (DHEC 1117)
- State Vaccine Usage Log (DHEC 1232)

Each VFC Program Vaccine Order Form (DHEC 1117) will be reviewed in conjunction with the State Vaccine Usage Log (DHEC 1232). *Doses of State vaccine will be replaced based on usage of State vaccine.*

#### **E. Proper Vaccine Storage and Handling**

The requirements to participate in the State Vaccine program are the same as Section F of the VFC Protocol.

***Note: State vaccine may be stored together with VFC vaccine, but must be separated within the storage unit from privately purchased vaccine (VFC/State vaccine and***

*private stock vaccine must be labeled for easy identification by staff members and by DHEC staff during compliance visits).*

**F. Vaccine Adverse Event Reporting System (VAERS)**

The requirements to participate in the State Vaccine program are the same as Section G. of the VFC Protocol.

**G. STATE Program Site Visits**

All State Vaccine providers/clinics will be subject to on-site compliance visits periodically as a condition of continued enrollment. These visits will be done in conjunction with the VFC Program site visits (ie. *VFC and State Vaccines will be included in the site visit evaluation*).

The requirements to participate in the State Vaccine program are the same as Section H of the VFC Protocol.

**H. State Education Training Requirement:**

The requirements to participate in the State Vaccine program are the same as Section I of the VFC Protocol.

**I. Non-Compliance with VFC Program Protocols**

The requirements to participate in the State Vaccine program are the same as Section J of the VFC Protocol.

**J. Inactivation/Termination in the SC State Vaccine Program**

The requirements to become inactive in the State Vaccine program are the same as Section K. of the VFC Protocol.